Job Title: Chief Operations Officer

Posting Date: May 1, 2020

Closing Date: May 15, 2020

Job Type: Full-Time

Contract: 7.5 hours/day
252 days/year
12 months/year

Start Date: July 1, 2020

Pay: ☒ Salary ☒ In the Range of: $100,314 - $197,864
☒ Placement on Appropriate Grade and Step

DEFINITION

The incumbent in this single position participates in the overall organization, general administration, and operations of the school division within the framework outlined by the Superintendent of Schools and directs the staff of various programs and functions of the Division of Operations. Responsibilities include administrative oversight of a wide range of support departments including, but not limited to: Facilities Management and Custodial Services, School Nutrition Services, and Transportation. The work involves ensuring that support programs and opportunities are of the highest quality possible within the designated resources; short- and long-range plans of the school division and School Board are met; the school division’s goals and objectives are met; decisions and recommendations are compatible with the state and federal laws; and monitoring and evaluation of the effectiveness of programs and operations are carried out on a routine basis. The incumbent serves as a member of the superintendent’s Executive Leadership Team and thus, participates in the development and implementation of school division’s initiatives and policies.

The incumbent provides leadership to the programs and initiatives under his/her supervision, and in conjunction with the senior directors/directors of each department, recommends policy, establishes
goals, objectives, and key performance indicators demonstrating a commitment to staff, students, and other stakeholders. In order to carry out the established goals and objectives, the incumbent helps develop departmental plans, programs, and initiatives that support and provide services to students and staff.

SUPERVISION

This is an executive level position with duties and responsibilities performed under the direct supervision of the Superintendent of Schools. Work is reviewed primarily for congruence with the school division’s goals and objectives and state and federal requirements. Supervision of reporting departments is exercised through the senior directors/directors of each reporting department. Supervision also is exercised over clerical/support staff.

DISTINGUISHING CHARACTERISTICS

This is a single position classification with division-wide responsibilities for the school-based and centralized operational functions of the school division.

ESSENTIAL FUNCTIONS OF THE CLASS (may not include all duties performed)

Assists the Superintendent of Schools in the general organization and operations of the schools; assists the Superintendent in the preparation of the annual budget; acts for the Superintendent as representation of the school division and/or central office as directed.

Manages the development and execution of major capital improvement projects, including development of educational specifications, feasibility studies, design documents, and construction.

Serves as a liaison for and representative of the Superintendent of Schools with external agencies (architects, engineers, contractors, etc.), school personnel, and central office personnel on all aspects related to capital projects.

Reviews design plans for major capital projects with appropriate personnel at 35%, 65%, and 90% stages.

Collaborates with central office personnel, school personnel, and the staff of the Department of Purchases and Supply to prepare requisitions for all furniture, fixtures, and equipment needed for major capital projects.
Chairs, provides organization for, and serves in various division level committees as directed by the Superintendent of Schools.

Through subordinate senior directors, directors, and coordinators has executive responsibility for the activities of the Department of Facilities Management and Custodial Services including maintenance of facilities, construction projects, and the development of the capital improvement budget.

Formulates, in cooperation with the Chief Academic Officer and Chief Schools Officer instructions for the new school year, opening of schools in September, closing of schools in June, emergency weather plans, opening of schools as emergency shelters, and organizational and administrative information regarding the overall operations of the school division.

Participates in the employee grievance process by hearing grievances and making recommendations to the Superintendent of Schools based on the hearings for classified and professional employees as directed by the Superintendent of Schools.

Coordinates the activities of the Department of Transportation, including adherence to federal and state guidelines, maintenance and efficiency of school buses, training of bus drivers, and safe, efficient, on-time transportation for students.

Coordinates the activities of the Department of School Nutrition Services including adherence to state and federal guidelines, ensuring healthy, nutritious, well-balanced meals for students and staff, federal program monitoring, judicious use of resources, and preparation of various reports.

Attends and participates in school board meetings and prepares such reports for the School Board as directed by the Superintendent of Schools.

Attends, participates in and/or makes presentations at a variety of professional meetings, conferences, and staff development sessions as directed by the Superintendent of Schools.

Performs other duties as directed by the Superintendent of Schools.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to make complex and difficult decisions in a timely manner.

Broad knowledge of the principles and practices of school administration and current educational trends.
Broad knowledge of both central and school-based administrative procedures, including the support departments for which responsible.

Broad knowledge of the organization and operations of Norfolk Public Schools.

Comprehensive knowledge of federal, state, and local school law and the regulations of the United States Department of Education and Virginia Department of Education that governs school operations.

Comprehensive knowledge of the ability to apply or ensure compliance with School Board policies, procedures, and mandates.

Ability to manage fiscal and physical resources and to direct the operations of a broad range of activities through subordinate managers to successfully carry out the school division’s responsibilities.

Ability to plan, supervise, and evaluate work of professionals and administrators and to participate in program assessment and evaluations.

Ability to design, develop, and direct the implementation of plans and programs.

Ability to establish and maintain successful working relationships with staff, students, parents, and other stakeholders.

Ability to communicate the school division’s policies and programs to the general public, the media, and government officials.

Ability to communicate skillfully, both orally and in writing, including preparing complex reports, making formal oral presentations, participating fluently in meetings, etc.

Excellent human relations skills.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

A master’s degree in related field (doctorate preferred) and extensive progressively more responsible professional experience (director level or principal level experience preferred) or any equivalent combination of education and experience that would provide the above noted knowledge, skills, and abilities.
PHYSICAL ATTRIBUTES

Work requires normal physical attributes associated with working in an office and providing supervision on a construction site.

HAZARDS

Work involves exposure to normal, everyday risks.

UNUSUAL DEMANDS

Work is performed in a school, office, and construction site setting and is subject to deadlines and quick turn-around times for products; requires attendance at regularly scheduled after-hours meetings and events.

To Apply: All applications, resumes, references, transcripts, and supporting documentation for this position must be submitted to the Executive Director of Human Resources. Separate applications are required for all administrative positions. Application forms may be secured on the NPS website: www.npsk12.com.

Staffing Contact

☒ D. Timothy Billups, pHCLE, SHRM-CP, PHR, IPMA-SCP – Executive Director – Administrative Personnel
☐ Johnay Brown, – Human Resources Generalist – Classified Personnel
☐ Sonja Hale – Human Resources Generalist – Elementary Education Personnel
☐ Christopher Meissel – Human Resources Generalist – Resource and Special Education Personnel
☐ Amanda Schilling, M.Ed. – Human Resources Generalist – Substitute Teacher Personnel
☐ Michael Sheets – Human Resources Generalist – Secondary Education Personnel